



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM II Training and Graphics Specialist
Bureau of Local Roads & Streets
Highways
Springfield

Attachments
40938

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager II

Salary Range: \$4,105 - \$7,315

Position Title: Training and Graphics Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW412-23-50-401-21-01

IPR#: 40938

Office/Central Bureau/District/Work Address:

Division of Highways / Bureau of Local Roads & Streets / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for administering the Technology Transfer (T2) Center's Training program including coordination of class schedule, class instructors, class rosters, student registrations, student grades, and student certificates. This position also is responsible for editorial layout and the publication of the T2 Center's newsletter, informational brochures, printed material, training manuals, and audio-visual presentations to effectively communicate the T2 Center's programs and services to department employees, local public agencies and other T2 Center customers in the private sector; and analyzes the T2 Center's programs and FHWA mandated tasks to generate ad hoc reports to accommodate and demonstrate compliance with federal program requirements.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in marketing, communications and business administration
- Two years' experience in marketing, communications, business administration or equivalent combination of experience and training
- Knowledge of Microsoft Office, Adobe Acrobat, and Publisher
- Strong organizational skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	12/28/15	POSITION:	Training and Graphics Specialist
APPROVED BY:	Thomas Winkelman	OFFICE/DIVISION:	Highways/Local Roads & Streets
CODE:	PW412-23-50-401-21-01	REPORTS TO:	Technology Transfer Program Manager

Position Purpose

This position is accountable for administering the Technology Transfer (T2) Center's Training Program; for editorial layout and the publication of the T2 Center's printed material, training manuals, and audio-visual presentations. This position generates ad hoc reports to accommodate and demonstrate compliance with federal program requirements.

Dimensions

Annual Operating Budget:	\$300,000
Local Agency/Customers:	4,300
Annual Training Participation:	6,000 students from 1,500 agencies

FHWA Focus Areas:

Safety	LTAP Centers should improve awareness and increase the implementation of best practices in highway safety and worker safety.
Workforce Development	LTAP Centers should help our stakeholders attract, train, and retain a knowledgeable and skilled transportation workforce.
Infrastructure Management	LTAP Centers should hasten the implementation of best practices in planning, design, construction, maintenance, management and operations of the surface transportation system.
Organizational Excellence	LTAP Centers should endeavor to deliver efficient services to our stakeholders through the effective management of our organizational resources and effect continuous improvement.

Nature and Scope

This position reports to the Technology Transfer Program Coordinator as do the Training Development Technician.

This position is responsible for administering the Technology Transfer (T2) Center's Training Program including coordination of class schedule, class instructors, class rosters, student registrations, student grades, and student certificates. S/He is responsible for editorial layout and the publication of the T2 Center's newsletter, informational brochures, printed material, training manuals, and audio-visual presentations to effectively communicate the T2 Center's programs and services to department employees, local public agencies and other T2 Center customers in the private sector. The incumbent provides analysis for the T2 Center's programs and GHWA mandated-tasks to generate ad hoc reports to accommodate and demonstrate compliance with federal program requirements.

The greatest challenges involve supporting the T2 Center's computer databases to provide accurate documentation. Typical problems involve generating timely ad hoc reports and handling daily contracts from the T2 Center's customers.

The incumbent administers the T2 Center's annual training program. S/He schedules class offerings of courses and coordinates with qualified course instructors to ensure necessary resources are available for the class. Using the Learning Management System (LMS), s/he analyzes the level of student enrollments, selects students from the class enrollment for registration, records student results (attendance, grades, certifications, etc.) and communicates class information to students and/or supervisors. The incumbent coordinates changes to the annual training program. If class levels are exceeded or insufficient, s/he notifies the Technology Transfer Program Manager with recommendations. S/He monitors classes with waiting lists and registers students if space becomes available. This position coordinates all material printed for the T2 Center by working with the Central Management Services (CMS) graphic design section and the departmental print shop according to current departmental processes. The incumbent operates within an environment of understanding the diversity of the T2 Center's customers and instructors. Extensive graphics and editorial involvement is needed to ensure that the T2 Center's newsletter, informational brochures, printed material, training manuals, and audio-visual presentations are attractive, professional, and branded. This position maintains the T2 Center's computer systems and databases through the enhancement, maintenance and support of databases necessary to administer the needs of the Center. These databases include the LMS, the Video/Publication Library, the Mailing List, the Center Finances, the Training Survey, and the Instructor Evaluation. The incumbent analyzes the T2 Center's programs and FHWA focus areas to generate ad hoc reports to accommodate and demonstrate compliance with federal program requirements.

The incumbent has latitude to accomplish responsibilities; day-to-day issues are handled autonomously. Problems or major issues which may have potential impact on the department or the T2 Center shall be referred to the Technology Transfer Program Manager with recommendations for resolution. S/He is constrained by all departmental rules and regulations.

The incumbent maintains internal contact with the Office of Communications, Office of Finance and Administration, central bureaus within the Division of Highways, and all district offices. External contacts are maintained with consulting engineers, county, township, and municipal governments and national Local Technical Assistance Program (LTAP) / Tribal Technical Assistance Program (TTAP) Centers.

The effectiveness of this position can be measured by customer awareness, acceptance, and increased participation in the T2 Center's programs and services; the integrity of the T2 Center's computer databases; and the timely dissemination of ad hoc reports.

Principal Accountabilities

1. Administers the T2 Center's training program.
2. Coordinates publication of a professional quality newsletter that stimulates and holds the interest of a diverse customer audience.
3. Designs attractive, easily understood visual communications that effectively demonstrate T2 Center's programs and activities.
4. Maintains T2 Center's databases to accommodate and demonstrate compliance with federal program requirements.
5. Establishes and maintains effective open communications with department, local agency, and private sector customers to enhance participation in the T2 Center's programs.
6. Performs other duties as required or assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.